

Getting Registered

All users must be a registered in order to enter an application into Egrants. Please allow enough time to register in Egrants so that deadlines for submitting applications can be met. Depending upon activity level, it can take several days to "complete" the registration process at ICJI.

In order to apply for funding through ICJI's Egrants System, BOTH individuals and agencies MUST be registered, including the recipient agency. In addition, roles must be assigned. This is a three-step process.

Registering Agencies

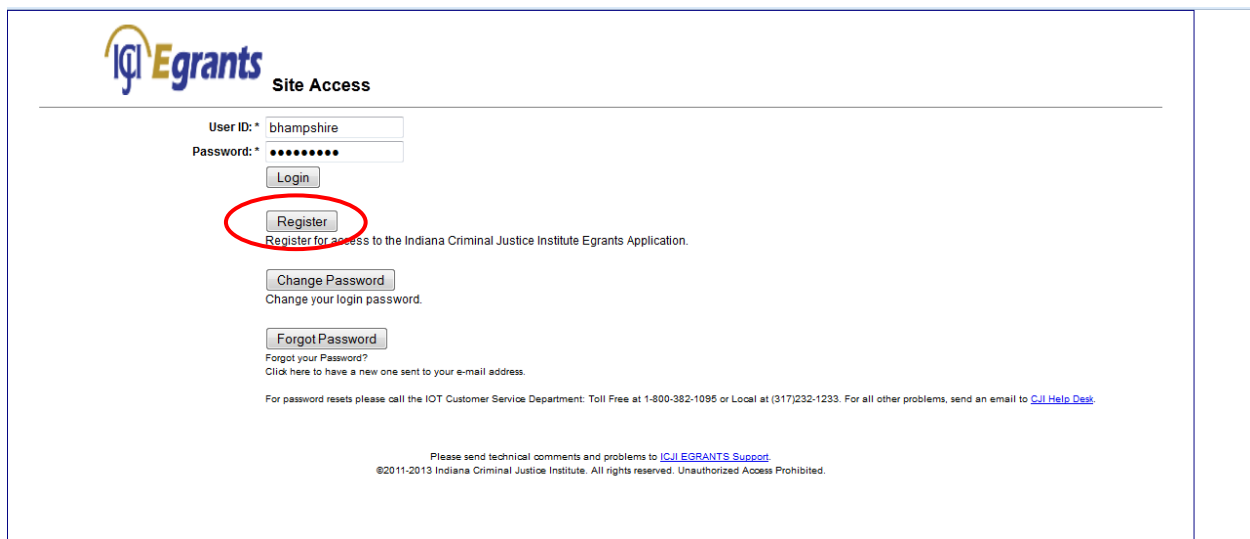
If an agency has never applies for funds through the Egrants system, that agency will need to register in the Egrants system.

- Complete the Agency Registration Request Form.
 - This form is located on the ICJI webpage at <http://www.in.gov/cji/3526.htm>.
- Upon completion, click on the Submit button to send via email or you can print the form and fax it to ICJI Egrants Support at (317) 232-4979.
- Allow 1 to 2 business day for the agency registration process to be completed.

Registering Individuals


Individuals that will enter information in Egrants, or be a contact for a concept paper or application, MUST also register to use Egrants.

- The Individual registration process is online at the Egrants homepage, <https://egrants.cji.in.gov>.
- Click the Register button.



The screenshot displays the 'Site Access' section of the ICJI Egrants homepage. At the top left is the 'ICJI Egrants' logo. Below it, the 'Site Access' heading is followed by a horizontal line. Under this line are two input fields: 'User ID: *' with the text 'bhampshire' and 'Password: *' with masked characters. Below these fields are four buttons: 'Login', 'Register' (which is circled in red), 'Change Password', and 'Forgot Password'. Below the 'Register' button is a line of text: 'Register for access to the Indiana Criminal Justice Institute Egrants Application.' Below the 'Change Password' button is the text 'Change your login password.' Below the 'Forgot Password' button is the text 'Forgot your Password? Click here to have a new one sent to your e-mail address.' At the bottom of the page, there is a line of text: 'For password resets please call the IOT Customer Service Department: Toll Free at 1-800-382-1095 or Local at (317)232-1233. For all other problems, send an email to [CJI Help Desk](#).' At the very bottom, there is a line of text: 'Please send technical comments and problems to [ICJI EGRANTS Support](#). ©2011-2013 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited.'

- Complete the form fully.
- Create a User ID and a Password.
 - Write them down and put them in a safe place for future reference. Egrants Support CANNOT RETRIEVE PASSWORDS; it is the responsibility of the user to secure and remember it.
 - The password must include 6-14 characters, and contain a capital letter, lower case letter, number and symbol (Example: aBcD123@\$&) . The “**Submit**” button will not appear unless the password entered is deemed “Excellent” in strength.
- Create a security question and answer to be used if the identity of the user needs to be confirmed.
- Click Submit when complete.


ICJI Egrants User Registration

Fill in the form below to complete your registration into the ICJI Egrants system.
 Already have an account? Please [Log In](#) now.

Courtesy Title: * Mrs.

First Name: * Jane

Middle Initial/Name: M

Last Name: * Doe

Title: Program Manager

Email Address: * jdoe@gmail.com

Preferred Contact Method: * Email

Address Type: Envelopes/Labels

Agency Name: Home County Community Corrections

Floor/Suite/Building:

Street Address: * 1234 Main St

P.O. Box:

City: * La Casa

State: * Indiana Zip Code: * 12345-5642

County: * Adams

Country: * UNITED STATES

Phone: * (260) 123 - 1234 Extension:

Fax: (260) 123 - 1235

User ID: * jdoe

Password: * Strength: Excellent

Confirm Password: *

If you ever lose your User ID or Password, we will ask you the following question, and need to receive your chosen answer to confirm your identity.

Question: * Mother's maiden name?

Answer: * Smith

Please send technical comments and problems to [ICJI EGRANTS Support \(QA\)](#)
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- Fully read the ICJI Egrants Terms of Use.
 - Select Agree to continue or Disagree to cancel registration.
 - Click Continue.

INDIANA CRIMINAL JUSTICE INSTITUTE

ICJI EGRANTS TERMS OF USE

Through your User ID and password you will be granted access to certain grant information. These user credentials are only for your use. You should not divulge your password to anyone. The Indiana Criminal Justice Institute (ICJI) or any other State agency will never ask you for your password in an unsolicited phone call or email. Sharing of User ID's and/or passwords is not permitted. Each individual who wishes to use this site must properly register and obtain a unique User ID and password. ICJI requires individual User ID's in order to provide appropriate communications to users and for information security purposes. Only individuals who have obtained a unique User ID and password may continue. If you have not obtained a personal User ID and password, you are prohibited from accessing this site. If you choose to continue, you are confirming that you are the authorized holder of the User ID and password. If you have already shared your User ID and password, you must change your password immediately. If you share your User ID and


☒ Agree
 ☐ Disagree


Assigning User Roles

Roles are required in order to complete various sections of the online application or concept paper. Roles can be assigned after the individual registration is complete.

The User Access Request page is available to a registered user after they Agree to the ICJI Egrants Terms of Use.

- Click the Join New Agency button.





System will time out at: 12:57:25 PM.
 Remaining time: 29:57

Back Button will not take you back pages, instead use the application menus and controls.

[? Logoff](#)

[Main Menu](#) | [User Management](#) | [Work Manager](#)
[Profiles](#) | [Access Requests](#)

User ID: 1709
 User Name: Mrs. Jamie M Doe

USER ACCESS REQUEST

Current Agency/Project Roles Access

Click "Join New Agency" button to request a role(s) for a new agency or select an "Agency" table link to request role modification at an existing agency.

No records found!

Agency	GrantID	User Role
No records found!		

Filter Criteria :

Request History Status: [All] ▼

Request History

No records found!

Agency	GrantID	User Role	Requested Date/Time	User Manager	Status
No records found!					

Please send technical comments and problems to [ICJI EGRANTS Support \(QA\)](#)
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- Enter search parameters to find the agency to associate to the registered individual.
- Click Search.
- Click the link to the appropriate agency.
 - If an agency cannot be found through the search it may not be registered in the Egrants system and must do so before roles can be assigned.

System will time out at: 12:59:33 PM.
Remaining time: 29:56

Back Button will not take you back pages, instead use the application menus and controls.

[Logoff](#)

[Main Menu](#) | [User Management](#) | [Work Manager](#)

[Profiles](#) | [Access Requests](#)

User ID: 1709

JOIN AGENCIES SEARCH

Search Criteria:

Agency Name:

Tax ID:

City:

County:

State:

Agency Name	Tax ID	Address	County	City	State
Indiana Criminal Justice Institute	23-6002831	101 W. Washington St	Marion	Indianapolis	Indiana

- Enter the justification for the roles in the Reason for Request box.
- Grant ID-Project drop down menu will allow the individual to choose what grants to be added to.
 - Find the specific grant ID that has already been created to assign individual to and existing grant.
 - Choose All to assign the individual to all grants created for the agency selected

JOIN AGENCY

Agency Name: Indiana Criminal Justice Institute

Street Address 1: 101 W. Washington St

Street Address 2:

County: Marion

City: Indianapolis

State: Indiana

Zip Code: 46204-3411

User Manager(s): Ms. Kim Snyder,
Ms. Stephanie Edwards

Reason For Request*

Requests

GrantID-Project:

Roles Requested:

Requested Action	Requested GrantID-Project	Requested Role
1904 - Beth Manual Test		
1905 - Test		
1906 - DDE Enforcement		
1907 - dde		
1908 - JVA's DDE Application		
1909 - Beth Training Test		
1910 - SUPPORT DV SHELTER		
1911 - test		
1912 - Safe Driving Program		
1913 - Traffic		
1914 - testing PMR		
1915 - Test Application for 2013 JB		
1916 - Test		
1917 - 1		
1919 - Testing View Application		
1920 - Test for program reports		

[Emails to ICJI EGRANTS Support \(QA\).](#)

- Roles Requested drop down menu allow the individual to choose the roles that are needed to manage grants for the selected agency.
 - Choose the role that needs to be assigned. Multiple roles are allowed.
 - Click the Add Role Request button.

The screenshot displays a web form titled "JOIN AGENCY". It contains the following fields:

- Agency Name:** Indiana Criminal Justice Institute
- Street Address 1:** 101 W. Washington St
- Street Address 2:**
- County:** Marion
- City:** Indianapolis
- State:** Indiana
- Zip Code:** 46204-3411
- User Manager(s):** Ms. Kim Snyder, Ms. Stephanie Edwards
- Reason For Request:** Add new employee to agency grant applications.

Below the form is a "Requests" section. It includes a "GrantID-Project" dropdown menu set to "[All]". A "Roles Requested" dropdown menu is open, showing a list of roles: "Agency Financial Creator", "Agency Financial Reader", "Agency Program Creator", "Agency Program Reader", "Agency Submission", and "Agency User Manager". The "Agency Program Creator" role is currently selected. To the right of the dropdown is a red circle around the "Add Role Request" button. Below the dropdown is a "Current Roles" section with a table header "Current GrantID-Project" and "Current Role".

- Roles can be removed by clicking the Remove button.
- Role Definitions
 - **Program Reader:** This role allows a user **READ-ONLY** access to all programmatic data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all narrative sections not specifically associated to the budget; and all sections devoted to performance measurement. Examples include, but are not limited to: Problem Description; Project Description; and Performance Measures.
 - **Program Creator:** This role allows a user **READ/WRITE** access to all programmatic data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all narrative sections not specifically associated to the budget; and all sections devoted to performance measurement. Examples include, but are not limited to: Problem Description; Project Description; and Performance Measures. This role can also submit program reports.
 - **Financial Reader:** This role allows a user **READ-ONLY** access to all financial data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all budget sections and line items; and some contractual sections such as Recipient Agency Budget.
 - **Financial Creator:** This role allows a user **READ/WRITE** access to all financial data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all budget sections and line items; and some contractual sections such as Recipient Agency Budget. This role can also submit fiscal reports.
 - **Submission:** This role allows a user to **SUBMIT** applications, modifications, and continuations. A user without this role may work on a project, but will not be able to submit it to ICJI. Similarly, if a project were returned to the applicant for revisions, only users with this role could re-submit the revised project. This role can allow agencies (particularly larger ones) to enforce some level of review over what is submitted to ICJI.

- **User Manager:** Though the title can be somewhat confusing, this role allows a user to **MANAGE SECURITY ROLES** (access) for an agency's projects. While agencies can have as many User Managers as they need to accommodate their business processes, ICJI will only set up the first User Manager per agency. Because we make over 1300 grants per year, some to very large agencies, we can not handle user management tasks for all our applicants. Each applicant agency registering in the Egrants system will be required to designate a person as their User Manager, and ICJI will establish the appropriate role(s) for that person. That person then assumes the responsibility for managing users for the applicant agency's projects. (We strongly recommend that the agency have more than one User Manager to cover in case of illness/accident, but it would be the initial User Manager's responsibility to create second and subsequent User Managers.)

- Click Submit Request when complete.

JOIN AGENCY

Agency Name: Indiana Criminal Justice Institute
 Street Address 1: 101 W. Washington St
 Street Address 2:
 County: Marion
 City: Indianapolis
 State: Indiana
 Zip Code: 46204-3411
 User Manager(s): Ms. Kim Snyder,
 Ms. Stephanie Edwards

Reason For Request*: Add new employee to agency grant applications.

Requests

GrantID-Project: [All]
 Roles Requested: Agency Submission Add Role Request

Requested Action	Requested GrantID-Project	Requested Role	
Add	[All]	Agency Financial Creator	Remove
Add	[All]	Agency Program Reader	Remove
Add	[All]	Agency Submission	Remove

[Submit Request](#) [Back](#)

Current Roles

Current GrantID-Project	Current Role
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- An ICJI user will approve/deny the request for user roles and the status will be updated.

Click "Join New Agency" button to request a role(s) for a new agency or select an "Agency" table link to request role modification at an existing agency.

[Join New Agency](#)

No records found!

Agency	GrantID	User Role
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Filter Criteria :

Request History Status: [All]

Request History

Agency	GrantID	User Role	Requested Date/Time	User Manager	Status
Indiana Criminal Justice Institute	[All]	Agency Financial Creator, Agency Program Reader, Agency Submission, Agency Program Creator	6/11/2013 12:39:40 PM	Ms. Kim Snyder, Ms. Stephanie Edwards	In-Process

Please also note:

- The Project Director, Financial Officer and Primary Contact identified on the Main Summary page must be registered Egrants users and associated with your agency with at least one security role. Therefore each person to be named in the grant must complete steps 2 and 3 of this document before you can complete the application.
- Egrants requires that the Project Director, Financial Officer and the Primary Contact be at least two different individuals. The Project Director can also be the Primary Contact or the Financial Officer can also be the Primary Contact, however, the Project Director and Financial Officer cannot be the same person.
- These users must also have security access to the specific Grant ID number in order to access it. If the individual's name does not appear in the dropdown list as a selection for the Project Director, Financial Officer or Primary Contact, then the individual is not a registered user with security access to the grant. To remedy this, the individual must register in Egrants to obtain a User ID and Password and/or obtain appropriate security to the specific grant.